

26 November 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division
for the Week Ending 26 November 1975

I. Highlights of activities for this Division for this week are as follows:

A. C/SRB met with Mr. [REDACTED] OTR/LS, STAT to discuss information they would like to have incorporated into the CENQUAL system. The CENQUAL system will include language capabilities which is under OTR's control in the current computer system.

B. Ms. [REDACTED] Pers/SPS, was given some OSI and time-in-grade information on the Executive Career Service for the past three years. It was requested as backup information to a discrimination complaint.

C. Mr. [REDACTED] PS/MSB, was given a tabulation which reflected the number of secretarial series positions by grade and occupational code for the four major directorates. This was to be used by the DDO secretarial study group.

D. Ms. [REDACTED] C/TRB, was given a tabulation of Agency (GS Only) separations for the last five (5) Fiscal Years. This information is to be used in a memorandum from D/Pers to D/Finance regarding WGI benefits of employees separating and lump sum payments.

E. Six (6) viewgraphs were prepared for Mr. [REDACTED] DD/Pers/P&C, STAT which were used for a meeting with new incoming MP Careerists.

F. TRB/Position Control Section distributed GS pay change notification cards for the Legislative Pay Adjustment effective 12 October 1975 to the appropriate personnel offices this week.

G. TRB Files Section filed 4,187 pieces of material this week which eliminated the backlog of regular daily filing. Currently there are 14,000 pay adjustment cards to be filed in the OPF and over 100 photographs.

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H. TRB/Position Control Section used the auto-pen for 93 Certificates of Distinction with Mr. Colby's signature.

I. TRB/Position Control Section provided information on 17 employees as to organization, location, service designation and NSCA to ROB so that they could prepare retirement designation actions.

J. C/TRB and C/Position Control Section met with C/Automated Payroll, C/Special Payroll and the Payroll Supervisor of Office of Finance on 24 November 1975 to discuss within grade increases within specific time frames for employees in IWOP status and within grade increases which an employee earned prior to separation. It was decided that payroll will begin processing WGI's for employees in IWOP status within specific time frames beginning with pay period 26. (An employee is entitled up to 2 work weeks of IWOP in steps 1, 2 and 3; 4 work weeks of IWOP in steps 4, 5 and 6; and 6 work weeks of IWOP in steps 7, 8 and 9). Payroll will also start documenting, as of pay period 26, those people that earned a WGI prior to separation although it could not be made effective until the pay period after separation. This WGI will be included in the lump sum payment the employee receives after separation. The question of whether we should go back and review resignation cases prior to pay period 26 will be submitted to the Director of Personnel and the Director of Finance for their review and decision.

K. The pay change notification cards for Legislative Pay Adjustments for new EOD's were printed incorrectly (approx. 20) showing an effective date of 12 October 1975 instead of as of EOD--They will be manually corrected by PI Section, and SRB is instructing OJCS to correct/change their computer program to preclude recurrence of the error.

L. In reply to inquiry, OP/FOIA-PA received a decision from OGC containing their belief that the intent of the Privacy Act does not necessitate accounting for disclosures normally made by the Central Processing Branch (re: reservations, storage, or passport/visa applications) and the Insurance Branch (re: disclosures to hospital/doctors concerning coverage benefits). Therefore, the Central Processing Branch and the Insurance Branch are no longer required to keep an accounting of the disclosures they routinely make in the performance of these duties.

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APPROVED FOR RELEASE 2002/06/04 : CIA-RDP78-00300R000100100013-7

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M. Qualifications Analysis Branch activities:

1. 20 Biographic Profiles were prepared;
2. 84 Biographic Profiles were updated;
3. 13 Biographic Profiles were furnished "As Is";
4. 3 Employee Files (32 lines) were coded;
5. 326 Cases (994 lines) - Coding updated;
6. 2,901 Sheets were xeroxed.

7. In answer to an inquiry from OD/Pers, that office was advised that as of 30 June 1975 there were 30 Agency employees holding degrees from Fordham University.

N. All O/Personnel key operators of the Xerox copiers have been informed of the necessity to complete the meter cards promptly to ensure the Agency of the 3% prompt-payment discount. Attached are two memos from RAB/ISAS regarding the collection of copier meter cards.

O. Special Projects Report

Activity (1) - Senate Select Committee -

STAT

Branch: TRB

Personnel

Activity (1)

Hours

1/2 hr.

Grade

GS-12

II. Anticipated goals for the next week:

A. Mr. OJCS/Admin, requested additional information on computer support positions and personnel, tabulated by office, occupational code and grade; with Agency totals.

B. CRT produced reports are being requested for the following offices:

1. PS, "D" Personnel GS-08 through GS-15 by Schedule/Grade and name.

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2. [REDACTED], DDI/Mgmt, All I Careerists and Non-I's
assigned to the DDI Directorate Alpha by Office.

[REDACTED]
Chief, Control Division

STAT

Enclosures: As stated (2)

Distribution:

Orig & 1 - Addressee w/atts.
1 - DD/Pers/P&C
1 - C/PMCD